

Custodial, Labor and Trades Branch
Labor and Trades Supervision Group
Zoo Series

ZOO ASSISTANT FACILITIES SUPERVISOR

4/95

Summary

Under general supervision, supervise and participate in the maintenance of Zoo buildings, displays, exhibits and grounds and participate in the planning and construction of zoo facilities.

Typical Duties

Maintain and repair zoo facilities and equipment. Involves: supervising and participating in installing, painting and repairing benches, fences, animal enclosures or other structures; inspecting buildings and surrounding areas to detect equipment malfunctions or damaged facilities; operating and installing building equipment such as evaporative and refrigerated air conditioning, heater units and pumps; repairing and maintaining grounds keeping and other equipment such as mowers, trimmers, cement mixers, generators and pumps.

Direct and participate in horticultural and landscaping duties. Involves: supervising and participating in the planting, transplanting, pruning and trimming of lawns, trees and shrubs; assuring grounds are watered and fertilized according to instructions and insecticides and herbicides are applied according to manufacturer's recommendations; installing and repairing sprinkler systems, as required.

Participate in planning, assembly and remodeling of animal display and habitats. Involves: conferring with education, veterinary and animal care and horticultural staff to plan realistic and appropriate animal exhibits and grounds layouts; sketch diagrams to depict plans; reading and interpreting architectural designs and blue prints; assisting in compiling information regarding materials or other cost estimates; formulating materials, making molds, and preparing cement; constructing wood, metal and plastic frames, foundations and structures.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; ensuring adherence to applicable regulatory and professional animal management standards; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing specified duties and responsibilities essential to maintaining continuity of operations and similarly performing any duties of coworkers, if necessary; performing animal handling activities to capture, restrain or transport animals, as required.

Minimum Qualifications

Training and Experience: Graduation from high school or equivalent and four years experience in the maintenance of buildings, building equipment and grounds, including at least two years experience in the design, fabrication, and maintenance of zoo displays, exhibits and habitats, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the methods, procedures, materials and techniques used in the maintenance and repair of buildings and related equipment. Good knowledge of: methods and procedures used in fabrication of animal displays, exhibits and habitats; materials, styles, color, and simulations used to create artificial exotic animal environments; Zoo safety rules and regulations. Some knowledge of: supervisory and administrative practices and procedures; methods and techniques of planting, pruning and treating trees, shrubs and plants; equipment, methods and practices used in the repair and maintenance of groundskeeping and irrigation equipment.

Ability to: plan and layout assigned maintenance and repair work; read and interpret blue prints, plans and specifications; relate artificial environments to animal health, comfort and safety requirements; train, assign, supervise and evaluate the work of assigned personnel; comply with and enforce safe working practices and procedures; establish and maintain effective working relationships with zoo staff and the general public; maintain files, prepare reports and order supplies.

Skill in: use and care of electrical, mechanical and hand tools to perform maintenance and repair on a wide variety of buildings and equipment, design and fabricate displays, exhibits and habitats and form fiberglass and cement.

Special Requirements: Subject to call back, and work flexible hours, weekends, holidays and mandatory overtime, as required.

Licenses and Certificates: Must obtain a Texas Non-Commercial Pesticide Applicators license within six months of employment. Valid U.S. Driver's License.

Director of Personnel

Department Head